
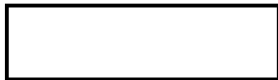
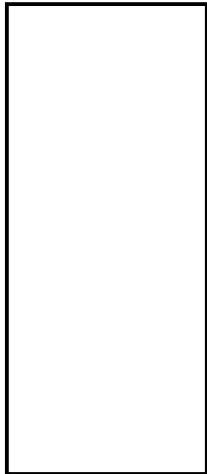


ADMINISTRATIVE - INTERNAL USE ONLY

Human Resources Planning Staff1st Day

0830-0900	Mission, Functions and Objectives of HRPS		STAT
0900-1000	Overview of several staff research projects describing the various methodologies and techniques used in computer modeling and simulation.		
1000-1015	Break		
1015-1200	Demonstration of the computer systems used by the staff to aid their research. This will include the Statistical Analysis System, Dynamo, and the HP minicomputer.		STAT
1200-1300	Lunch		
1300-1400	How attrition is used to determine recruitment requirements.		STAT
1400-1500	Trainee computation of attrition rates for directorates, Career Services, and subcategories.		
1500-1515	Break		
1515-1630	Analysis of current attrition rate with historical precedents and translation into EOD requirements.		

ADMINISTRATIVE - INTERNAL USE ONLY

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2nd Day

0830-0900 Review and clarification of 1st day
activities

0900-0930 Introduction to FTE

0930-1000 Update of OC Manpower Trends

1000-1015 Break

1015-1200 Develop manpower projections on HP
minicomputer

1200-1300 Lunch

1300-1500 Trainee to prepare Agency and directorate FTE
reports using computer resources and
forecasting methods and advisory memorandum
on trend implications.

1500-1515 Break

1515-1630 Sampling of additional staff capabilities and
products. Feedback on orientation.

STAT

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3. SKILLS, TRAITS AND WORK ATTITUDES

In this section, subject's performance is evaluated by specific criteria and in comparison with CTs and junior officers doing similar work.

	<u>SUPERIOR</u>	<u>TYPICAL</u>	<u>WEAK</u>	<u>NOT OBSERVED</u>
a. <u>Writing</u>				
Grammar, Syntax and Other Mechanical Elements	()	()	()	(✓)
Content, Logic	()	()	()	(✓)
Deadlines	()	()	()	(✓)
b. <u>Oral Communication</u>				
Fluency and Persuasiveness	()	(✓)	()	()
Polish and Style	()	(✓)	()	()
Briefing and Debriefing	()	()	()	(✓)
c. <u>Self-Discipline</u>	()	(✓)	()	()
d. <u>Independence, Initiative and Resourcefulness</u>	()	(✓)	()	()
e. <u>Relations With Colleagues in Immediate Office</u>	()	(✓)	()	()
f. <u>Relations With Office Support Personnel</u>	()	(✓)	()	()
g. <u>Relations With Workers in Other Offices</u>	()	()	()	(✓)
h. <u>Speed in Mastering New Concepts, and Procedures</u>	()	(✓)	()	()
i. <u>Management of Time and Workload Priorities</u>	()	(✓)	()	()

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- 3 -

	<u>SUPERIOR</u>	<u>TYPICAL</u>	<u>WEAK</u>	<u>NOT OBSERVED</u>
j. <u>Effectiveness Under Pressure, Deadlines, etc.</u>	()	()	()	(✓)
k. <u>Acceptance of Responsibility</u>	()	()	()	(✓)
l. <u>Receptivity to Teaching and Response to Feedback</u>	()	(✓)	()	()
m. <u>Flexibility and Adaptability</u>	()	(✓)	()	()
n. <u>Interest and Enthusiasm</u>	()	(✓)	()	()
o. <u>Accuracy and Thoroughness</u>	()	(✓)	()	()
p. <u>Energy, Work and Speed</u>	()	(✓)	()	()
q. <u>Planning and Anticipation</u>	()	()	()	(✓)
r. <u>Objectivity</u>	()	()	()	(✓)
s. <u>Ability to Handle Anger and Frustration</u>	()	()	()	(✓)
t. <u>Intellect, Thought Process and Deductive Reasoning</u>	()	(✓)	()	()
u. <u>Imagination and Creativity</u>	()	()	()	(✓)
v. <u>Self-Assurance</u>	()	(✓)	()	()
w. <u>Perspective, Judgment, and Common Sense</u>	()	(✓)	()	()
x. <u>Commitment</u>	()	()	()	(✓)

(NOTE: If "WEAK" has been checked for any items, please explain. Also if subject possesses significant strengths or weaknesses not yet mentioned, please explain. Attach separate page(s) if needed).

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- 4 -

4. GRASP OF DO REPORTS PROCEDURES

(This section is of special interest regarding DO Officers serving in DO interim assignments where they are given experience in the reporting function. It should be prepared by the Reports supervisor and should refer to specific reporting activity.)

N.A.

5. EVALUATION OF POTENTIAL

(This section need not be completed if subject appears to resemble most CTs and junior officers. However, if subject gave evidence of exceptional potential for success during this assignment, please provide a brief explanation. Also if subject's potential for success appears less likely than that of most CTs, please explain. It will be understood that this is a tentative evaluation.)

LIKE MOST CTs

~~SECRET~~

6. DESCRIPTION OF RESPONSIBILITIES

(Use this section to describe only significant responsibilities and achievements. No comment is needed if subject's assignments included no more than the customary range for CTs and junior officers.)

TWO DAYS OF OJT TRAINING.



25X1

(Typed Name and Signature of Supervisor)

C/HRPS
1 OCTOBER 1964

7. ACKNOWLEDGEMENT

I have read the above:

CAREER TRAINEE

DATE

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